
SENIOR PERSONNEL SPECIALIST
ADMINISTRATION DIVISION - HUMAN RESOURCES
FINAL FILING DATE: Until Filled
Permanent / Full-time
\$3,658.00 - \$4,446.00

DEPARTMENT SUMMARY:

The Victim Compensation and Government Claims Board (Board) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, mental health treatment, funeral expenses, and other crime-related expenses. The Government Claims Program helps resolve civil claims filed against the State of California. The Restitution Recovery Section ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The Board is a special fund department under the direction of the State and Consumer Services Agency.

Position Summary:

Under the general direction of the Staff Services Manager II, Human Resources Section, the Sr. Personnel Specialist (PS) serves as a staff resource responsible for the most difficult and complex personnel/payroll issues and provides a variety of specialized personnel services to a small roster of Board staff. This position is responsible for handling disability insurance benefits and pay, position control, FMLA, Catastrophic Leave, act as Fair Political Practices Commission (FPPC) coordinator, assist Classification & Pay (C&P) analysts by requesting, monitoring and clearing certification lists from the State Personnel Board (SPB) and reviewing applications for recruitment eligibility, assist Personnel Specialist and perform special projects as required by the HR manager. The Sr. PS is considered the Board's HR subject matter expert with regards to the tasks listed above.

Requires frequent interpretation and extensive knowledge of personnel laws, rules and regulations that are critical to performing the essential functions of the job and is responsible for developing and revising internal procedures to maintain the continuity of human resources issues for the Board.

Essential Functions:

As the staff specialist, the incumbent will research and interpret a variety of complex civil service laws, rules and contracts making use of experience gained from training, educational modules and manuals, in order to prepare difficult personnel/payroll documents for issuance of benefits, pay and employment history transactions according to the Board's and control agencies' rules and regulations.

Serve as the Board's disability insurance benefit and pay administrator utilizing various computer programs, in order to provide accurate information for Worker's Compensation (Industrial Disability Leave with/without Supplementation, Temporary Disability and Enhanced Industrial Disability), Non-Industrial Disability Insurance, Enhanced Non-Industrial Disability Insurance, State Disability Insurance, Family Medical Leave Act, Paid Family Leave and Catastrophic Leave benefits in accordance with the above provisions.

As the Position Control coordinator provide consistent over-sight utilizing State Controller's Office (SCO) data base information, in order to resolve problems and reconcile positions for Human Resources staff, Budget Office staff, managers and the Executive Office staff in accordance with SCO mandatory requirements.

Process Std. 607 documents, payroll headers, maintain position cards, position folders and organization charts and maintain tracking records as required for accurate position control.

Assist the C&P analysts in their recruitment efforts by requesting certification lists from SPB, sending out contact letters to eligible candidates, logging in applications and reviewing applications for eligibility. Maintain and clear certifications lists when candidates have been selected. Conduct personnel file reviews and reference checks of eligible candidates as required.

As FPPC Coordinator track records of those employees (filers) required to file a Statement of Economic Interest (Form 700) per the Board's Conflict of Interest Code whenever the filer leaves office, assumes office and annually every April 1st. Act as liaison between filers and the FPPC with regards to questions about their obligation to file and assist filers with the completion of their Form 700s. Monitor and track Ethic Training records for all required filers as needed.

Provide completed staff work for the Board's Award Programs utilizing data base information, which includes the Merit Award Suggestions, Sustained/Superior Accomplishment and Supervisory Performance Awards through the entire process from initiation to completion, in order to issue cash awards according to control agencies law and rules, and the Board policies. Perform other special projects as requested by HR manager.

Assist the Personnel Services Specialist who performs the full range of personnel/payroll documents processing and transactions functions in preparation for document submittal making use of training and experience, in order to maintain Human Resources' quality service according to office procedures.

Desirable Qualifications:

- Self motivated to approach projects in a positive and proactive manner.
- Desire to provide great customer service.
- Able to foster effective working relationships with all levels of management and staff.
- Ability to be flexible, creative and exercise good judgment.
- Possess effective oral and written communication skills.
- Detail oriented and able to follow through in handling competing priorities.

Who Should Apply:

Current State employees in the Sr. Personnel Specialist classification or individuals eligible for appointment to this classification (i.e., transfer, list eligibility, or reinstatement). **In addition to their State application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified may be selected to interview.**

Submit Application & Resume to:

Victim Compensation and Government Claims Board
Human Resources Section, Attn: Brian Armitage
P.O. Box 48, Sacramento, CA 95812-0048
(916) 491-3805
brian.armitage@vcgcb.ca.gov

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **